

# SCHOOL LIBRARY MEDIA CENTER QUESTIONNAIRE

**SCHOOLS AND STAFFING SURVEY  
2003-04 SCHOOL YEAR**



[Redacted area for school information]

(Please correct any errors in name, address, and ZIP code.)

**THIS SURVEY HAS BEEN ENDORSED BY:**

American Association of School Librarians  
American Counseling Association  
American Federation of Teachers  
American Library Association  
Council of Chief State School Officers  
Council of Great City Schools  
National Association of Elementary School Principals  
National Association of Secondary School Principals  
National Center for Improving Science Education  
National Education Association  
National Middle School Association

**NOTICE**

**This survey is authorized by Title I, Part E, Sections 151(b) and 153(a) of Public Law 107-279, the Education Sciences Reform Act of 2002.**



**DEAR LIBRARY MEDIA SPECIALIST:**

The Schools and Staffing Survey is the largest sample survey of America's elementary and secondary schools. Your participation is important. Below are answers to some general questions.

**WHAT IS THE PURPOSE OF THIS SURVEY?**

The purpose of this survey is to obtain information about school library media centers, such as staffing, collections, and scheduling.

**WHO IS CONDUCTING THIS SURVEY?**

The U.S. Census Bureau is conducting this survey for the National Center for Education Statistics (NCES) of the U.S. Department of Education.

**WHY SHOULD YOU PARTICIPATE IN THE SURVEY?**

Policymakers and educational leaders rely on data from this survey to inform their decisions concerning K-12 schools. Because it is a sample survey, your responses represent the responses of many. Higher response rates give us confidence that the findings are accurate.

**WILL YOUR RESPONSES BE KEPT CONFIDENTIAL?**

Your responses are protected from disclosure by federal statute (PL 107-279, Title I, Part E, Sec. 183). All responses that relate to or describe identifiable characteristics of individuals may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose, unless otherwise compelled by law.

**HOW WILL YOUR INFORMATION BE REPORTED?**

The information you provide will be combined with the information provided by others in statistical reports. No individual data that links your name, address, or telephone number with your responses will be included in the statistical reports.

**WHERE SHOULD YOU RETURN YOUR COMPLETED QUESTIONNAIRE?**

Please place your completed questionnaire in the enclosed envelope and follow the return instructions provided by your Census Bureau field representative.

**WE HOPE YOU WILL PARTICIPATE IN THIS VOLUNTARY SURVEY.**

**SINCERELY,**

A handwritten signature in black ink, reading "Jeffrey A. Owings". The signature is fluid and cursive, with the first name "Jeffrey" being the most prominent part.

**JEFFREY A. OWINGS  
ASSOCIATE COMMISSIONER  
NATIONAL CENTER FOR EDUCATION STATISTICS  
ELEMENTARY/SECONDARY AND LIBRARY STUDIES DIVISION**



## INSTRUCTIONS

- a. Please use black ink to complete this questionnaire. Please do not write any comments near the answer spaces.
- b. Some questions refer to the 2002-03 school year. If you were not working in this library media center during the 2002-03 school year, please consult with another staff member who was working in this library media center last year.
- c. If you are unsure about how to answer a question, please give the best answer you can rather than leave it blank.
- d. Report data for this school's library media center only.
- e. "Library media center" is the phrase used throughout the questionnaire to cover what may be called any of the following: library, media center, resource center, information center, instructional material center, learning resource center, or some other name.
- f. If you have any questions, call the Census Bureau at 1-800-221-1204. Someone will be available to take your call Monday through Friday, between 8:30 a.m. and 5:00 p.m. (Eastern Time). The Census Bureau is also available to answer your questions via e-mail at: [dsd.sass@census.gov](mailto:dsd.sass@census.gov).
- g. **At the end of the survey, you will be asked how long it took to complete this questionnaire. Please record the time you begin.**

:  Time started

YOUR COMMENTS

### Paperwork Burden Statement


According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0598. The time required to complete this information collection is estimated to average 55 minutes per response, including the time spent to review instructions, search existing data sources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, e-mail: [dsd.sass@census.gov](mailto:dsd.sass@census.gov), or write directly to: Schools and Staffing Survey, National Center for Education Statistics, 1990 K Street, N.W., #9018, Washington, DC 20006.





## FACILITIES

### 1. How is this library media center organized?

 Mark (X) only one box.

- 0025 1 ☐ Centralized (one area in one building)
- 2 ☐ Decentralized (collections or services available in more than one location on a campus or in another building)

### 2. What is the total seating capacity of this library media center?

0026 ,  Seats

### 3. Are the following types of areas located within this school's library media center?

#### a. Individual reading, viewing, and listening areas

- 0027 1 ☐ Yes
- 2 ☐ No

#### b. Small group (five persons or less) activity areas (viewing or listening)

- 0028 1 ☐ Yes
- 2 ☐ No

#### c. Large group (more than five persons) activity areas (viewing or listening)

- 0029 1 ☐ Yes
- 2 ☐ No

#### d. Work area (where library staff order, label, etc.)

- 0030 1 ☐ Yes
- 2 ☐ No

#### e. Media production area (where library media specialists, teachers, or students produce tapes, slides, etc.)

- 0031 1 ☐ Yes
- 2 ☐ No

#### f. Conference rooms

- 0032 1 ☐ Yes
- 2 ☐ No

#### g. Computer access area or lab

- 0033 1 ☐ Yes
- 2 ☐ No





## STAFFING

**4. Around the first of October, did this library media center have any paid state-certified library media specialists?**

🍏 Count a library media specialist as certified if he/she has met your state's regular or standard certification requirements in the library media specialty area.

🍏 Include those who have completed all necessary course work and are eligible for full certification upon completion of a probationary period.

0040 1 ☐ Yes →

2 ☐ No ↗

GO TO item 5 below.

If "Yes," **How many are** – 0041   Full time

0042   Part time

0043   **Total** paid state-certified library media specialists

**5. Around the first of October, did this library media center have any paid professional staff who are NOT state-certified as library media specialists?**

🍏 Do not include library aides or paid clerical staff.

0044 1 ☐ Yes →

2 ☐ No ↗

GO TO item 6 below.

If "Yes," **How many are** – 0045   Full time

0046   Part time

0047   **Total** paid professional staff NOT state-certified as library media specialists

**6. Around the first of October, did this library media center have any paid library aides or clerical staff?**

🍏 Do not include volunteers.

0048 1 ☐ Yes →

2 ☐ No ↗

GO TO item 7 below.

If "Yes," **How many are** – 0049   Full time

0050   Part time

0051   **Total** paid library aides or clerical staff

**7. If you marked "NO" to item 4 AND item 5 (that is, this library media center has no paid professional staff), then mark (X) this box → 0052 1 ☐ and go to item 10 on page 7. Otherwise, continue with item 8 on page 6.**



**8. For this item:**

🍏 Count each paid professional staff member only *ONCE*. Report each person by his/her highest degree earned.

🍏 If this library media center does not have any paid professional staff, skip to item 10 on page 7.

🍏 Do not include library aides or clerical staff.

🍏 If none, please mark (X) the box.

**How many of the paid professional library media center staff have earned the following as their highest degree?**

**a. A doctoral degree as their highest degree**

o ☐ None

0053   Paid professional staff members

---

**b. A master's degree as their highest degree**

o ☐ None

0054   Paid professional staff members

---

**c. A bachelor's degree as their highest degree**

o ☐ None

0055   Paid professional staff members

---

**d. An associate's degree as their highest degree**

o ☐ None

0056   Paid professional staff members

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**9. How many of the paid professional library media center staff have earned a master's degree in a library-related education field such as librarianship, educational media, instructional design, instructional technology, library science or information science?**

🍏 If none, please mark (X) the box.

o ☐ None

0057   Paid professional staff members



**10. Do any volunteers provide services for this library media center?**

- 0058 1 ☐ Yes  
2 ☐ No → *GO TO item 12 below.*

**11. During the most recent full week of school, what was the total number of regularly scheduled volunteers in this library media center who were —**

🍏 *If none, please mark (X) the box.*

**a. Adult volunteers?**

0 ☐ None

0059   Adult volunteers

**b. Student volunteers?**

0 ☐ None

0060   Student volunteers

**12. Does the school staff member with primary responsibility for this library media center spend time in another school (e.g., an itinerant library media specialist)?**

- 0061 1 ☐ Yes  
2 ☐ No  
3 ☐ No school staff member has primary responsibility for this library media center

YOUR COMMENTS





## TECHNOLOGY

### 13. Are the following available within this library media center?

#### a. Telephone

- 0068 1 ☐ Yes  
2 ☐ No
- 

#### b. Fax machine

- 0069 1 ☐ Yes  
2 ☐ No
- 


#### c. Automated circulation system

- 0070 1 ☐ Yes  
2 ☐ No
- 

#### d. Automated catalog(s) for student and staff use

- 0071 1 ☐ Yes  
2 ☐ No
- 

#### e. Digital video disc (DVD) player(s) for student and staff use

 *Include stand-alone DVD players and those in computers.*

- 0072 1 ☐ Yes  
2 ☐ No
- 

#### f. Video cassette recorders (VCR) for student and staff use

- 0073 1 ☐ Yes  
2 ☐ No
- 


#### g. Technology to assist students and staff with disabilities (e.g., TDD, specially equipped work stations)

- 0074 1 ☐ Yes  
2 ☐ No





**14a. How many computer workstations does this library media center have for student and staff use?**

 If none, please mark (X) the box.

0 ☐ None → **GO TO item 15 below.**

0075 ,  Computer workstations →

**b. How many of these computer workstations have access to the Internet?**

0 ☐ None

0076 ,  Computer workstations

**15. Does this school or school district belong to a state or regional consortium which purchases the rights to tape programs broadcast via cable or satellite?**

0077 1 ☐ Yes

2 ☐ No

3 ☐ Don't know

YOUR COMMENTS



# IV

## 2002-03 COLLECTIONS AND EXPENDITURES

### 16. What is the copyright year of this library media center's most recent ...

🍏 Report the four-digit year.

🍏 If none, please mark (X) the box.

#### a. General knowledge encyclopedia (in any format)?

0084 0 ☐ None available

0085     Copyright year

#### b. World atlas (in any format)?

0086 0 ☐ None available

0087     Copyright year

### 17. If this library media center was not in existence last school year (2002-03), please mark (X) this box → 0088 1 ☐ and go to item 25 on page 13. Otherwise, continue below.

### 18. During the 2002-03 school year, what were the total holdings, additions, and expenditures for this library media center for each of the following kinds of materials?

🍏 Report only materials acquired and maintained by this library media center.

🍏 If none, please mark (X) the box.

#### a. BOOK TITLES (count all copies)

Total number held at the END of the 2002-03 school year	Number ACQUIRED DURING the 2002-03 school year	Amount spent for rental and purchase during the 2002-03 school year 🍏 Please report in whole dollars.
0089 0 <input type="checkbox"/> None <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/>	0090 0 <input type="checkbox"/> None <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/>	0091 0 <input type="checkbox"/> None \$ <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> .00
0092 0 <input type="checkbox"/> None <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/>	0093 0 <input type="checkbox"/> None <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/>	0094 0 <input type="checkbox"/> None \$ <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> .00
0095 0 <input type="checkbox"/> None <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/>	0096 0 <input type="checkbox"/> None <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/>	0097 0 <input type="checkbox"/> None \$ <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> .00

#### b. VIDEO MATERIALS (tape or DVD; count all copies)

#### c. CD-ROM TITLES (count all copies)



**19a. During the 2002-03 school year, did this library media center subscribe to any current magazines, journals, or newspapers (in any format)?**

0098

1 ☐ Yes

2 ☐ No



GO TO item 20 on page 12.

**b. How many subscriptions (in any format) did this library media center subscribe to during the 2002-03 school year?**

0099

,

Subscriptions

**c. What was the amount spent on current subscriptions (in any format) during the 2002-03 school year?**

Please report in whole dollars.

0100

\$ ,  .00

YOUR COMMENTS



**20. During the 2002–03 school year, did this library media center have access to electronic databases of periodical articles provided by a state agency or a school district at no charge to the school?**

0101

1 ☐ Yes

2 ☐ No

**21a. During the 2002–03 school year, did this library media center purchase access to any electronic databases?**

0102

1 ☐ Yes

2 ☐ No → GO TO item 22 below.

**b. What was the amount spent on electronic databases during the 2002–03 school year?**

🍏 Please report in whole dollars.

0103

\$ ,.00

**22. During the 2002–03 school year, what was the TOTAL expenditure for ALL information resources for this library media center?**

🍏 Please report in whole dollars.

0 ☐ None

0104

\$ ,.00

**23a. During the 2002–03 school year, were any computer hardware donations, grants, or other contributions received by this library media center?**

0105

1 ☐ Yes

2 ☐ No → GO TO item 24a below.

**b. During the 2002–03 school year, what was the value of these donations received by this library media center?**

🍏 Please report in whole dollars.

0106

\$ ,.00

**24a. During the 2002–03 school year, were any audio-visual equipment donations, grants, or other contributions received by this library media center?**

0107

1 ☐ Yes

2 ☐ No → GO TO item 25 on page 13.

**b. During the 2002–03 school year, what was the value of these donations received by this library media center?**

🍏 Please report in whole dollars.

0108

\$ ,.00





## SCHEDULING, TRANSACTIONS, AND POLICIES

### 25. Which of the following best describes the type of scheduling for classes in this library media center?

Mark (X) only one box.

- 0113 1 ☐ All classes flexibly scheduled – classes, small groups, and individuals are scheduled for varying time periods appropriate to need

GO TO item 27 below.

- 2 ☐ All classes regularly scheduled (previously specified times)
- 3 ☐ Some classes regularly scheduled, other classes flexibly scheduled

### 26. How frequent are the scheduled periods?

Mark (X) only one box.

- 0114 1 ☐ Weekly
- 2 ☐ Once every 2 weeks
- 3 ☐ Varies

### 27. How much influence do you think each group or person has on scheduling classes in this library media center?

Mark (X) one box on each line.

		No influence	Minor influence	Moderate influence	Major influence	Not applicable
<b>a. Library media center staff</b>	0115	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
<b>b. Classroom teachers</b>	0116	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
<b>c. Principal</b>	0117	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
<b>d. School district</b>	0118	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>

### 28. Is the library media center used to provide teacher release or preparation time?

- 0119 1 ☐ Yes
- 2 ☐ No

### 29. When may students use the library media center independently?

#### a. Before school?

- 0120 1 ☐ Yes
- 2 ☐ No

#### b. After school?

- 0121 1 ☐ Yes
- 2 ☐ No

#### c. During regular school hours?

- 0122 1 ☐ Yes
- 2 ☐ No



**30. Can this library media center accommodate a full class of students at one time?**

- 0123
- 1 ☐ Yes
- 2 ☐ No → *GO TO item 32 below.*

**31. If a full class is working in the library media center, can other activities be accommodated concurrently, such as production activities, conferences, small group work, or individual browsing?**

- 0124
- 1 ☐ Yes
- 2 ☐ No

**32. During the most recent full week of school, was this library media center used as a classroom, due to a classroom shortage?**

- 0125
- 1 ☐ Yes
- 2 ☐ No

YOUR COMMENTS



**33. May students take the following resources out of this library media center?**

**a. Reference materials**

0126 1 ☐ Yes

2 ☐ No

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**b. Periodicals**

0127 1 ☐ Yes

2 ☐ No

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**c. Audio-visual (AV) materials**

0128 1 ☐ Yes

2 ☐ No

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**d. Audio-visual (AV) equipment**

0129 1 ☐ Yes

2 ☐ No

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**e. Computer software (includes CD-ROM)**

0130 1 ☐ Yes

2 ☐ No

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**f. Computer hardware**

0131 1 ☐ Yes

2 ☐ No

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**34. Are the following persons allowed to check out materials?**

**a. Prekindergarten students**

0132 1 ☐ Yes

2 ☐ No

3 ☐ No prekindergarten students at this school

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**b. Kindergarten students**

0133 1 ☐ Yes

2 ☐ No

3 ☐ No kindergarten students at this school

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**c. Parents**

0134 1 ☐ Yes

2 ☐ No



**35. Does this school have any of the following school board-approved policies?**

**a. A policy for acceptable use of the Internet**

0135 1 ☐ Yes

2 ☐ No

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**b. A policy for materials selection**

0136 1 ☐ Yes

2 ☐ No

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**c. A policy for challenges to library holdings**

0137 1 ☐ Yes

2 ☐ No

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**36. Does this school have a library policy and procedures manual?**

0138 1 ☐ Yes

2 ☐ No

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YOUR COMMENTS





# VI

## INFORMATION LITERACY AND COLLABORATION

**37. In the past 12 months, have any staff in this school received formal training on information literacy instruction?**

(Information literacy is the ability to recognize when information is needed, and the ability to locate, evaluate, and effectively use the needed information.)

0145 1 ☐ Yes

2 ☐ No

**38a. Does this school follow formal STATE OR DISTRICT content standards in information literacy?**

0146 1 ☐ Yes → GO TO item 39a below.

2 ☐ No

**b. Does this school follow formal SCHOOL LEVEL content standards in information literacy?**

0147 1 ☐ Yes

2 ☐ No

**39a. Does this school follow a formal STATE OR DISTRICT information literacy curriculum?**

0148 1 ☐ Yes → GO TO item 40 below.

2 ☐ No

**b. Does this school follow a formal SCHOOL LEVEL information literacy curriculum?**

0149 1 ☐ Yes

2 ☐ No

**40. Does this library media center receive formal feedback on students' information literacy skills?**

0150 1 ☐ Yes

2 ☐ No

**41. During the 2002-03 school year, what percent of teachers in this school collaborated with the library media center staff to plan and deliver instruction?**

🕒 If none, please mark (X) the box.

0 ☐ None

0151    Percent of teachers in this school

**42. Please indicate how much time it took to complete this form, not counting interruptions.**

🕒 Please record the time in minutes, e.g., 50 minutes, 65 minutes, etc.

0152    Minutes



***Please place the questionnaire in the enclosed envelope and follow the return instructions provided by your Census Bureau field representative.***

***Thank you very much for your participation in this survey.***

**To learn more about this survey and to access reports from earlier collections, see the Schools and Staffing Survey (SASS) web site at:**

<http://nces.ed.gov/surveys/sass>

**NCES also collects data from public and academic libraries and state library agencies. For more information about these surveys, go to the Library Statistics Program web site at:**

<http://nces.ed.gov/surveys/libraries>

**Reports on other education topics of interest, including elementary and secondary schools, colleges and universities, national assessments, and comparisons of international education, are available at:**

<http://nces.ed.gov>

**For additional data collected by various Federal agencies, including the Department of Education, visit the FedStats site at:**

<http://www.fedstats.gov>





